

 Defects Reporting Procedure

The Management Committee accepts that it has the ultimate responsibility for ensuring that all aspects of the Hall and its equipment are kept in full and safe working order.

However, as all members of the committee are volunteers and not paid full time members of staff, they inevitably have to rely on users of the hall to let them know when something is amiss.

 To this end all users are asked to let the committee know when they find a defect, be it in the fabric of the building or its surrounding grounds or in a piece of equipment.

There are two ways of reporting:

1. Enter the defect in the Defects book kept in the drawer in the kitchen
2. Email a member of the committee – email details are kept in the Policy, Procedures etc. book kept on the kitchen windowsill.

Change Record

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| **Date of Change:** | **Changed By:** | **Comments:** |
| 2nd February | THL |  |
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